




KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 10-124	PAGE NUMBER 1 of 4
		SUBJECT: PROGRAMS AND SERVICES: Medical Screening, Sanitation, and Hygiene Requirements for Food Service Workers	
Approved By:  Secretary of Corrections		Original Date Issued:	07-23-84
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Reissued By:  Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. Date Reissued:	
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POLICY

To protect against the spread of communicable diseases, all food service workers shall be required to have a current medical screening prior to their employment in or assignment to food service positions. All employees and inmates assigned to work in food service and shall undergo a pre-assignment medical screening and periodic reexaminations to ensure the absence of diarrhea, skin infections, and other illnesses transmittable by food or utensils. (ACO 2-4E-01; ACI 3-4303; NCCHC P-16) Persons identified in pre-assignment medical screening as being infected with any illness transmittable by food or utensils shall not be utilized in food service until the illness is treated and no longer considered transmittable.

The director of food service shall be responsible for the monitoring of applicants or new employees hired for food service work and inmates assigned to food service details. No food service workers shall be employed or assigned to work in the food service area if their medical screening was conducted more than seven (7) days prior to the initial date of employment/assignment. Employees/inmates whose medical clearance is not current shall be referred to the facility health authority to undergo a medical screening.

In the instance of a prospective food service employee, the beginning date of employment shall be delayed until such time as the illness is determined to no longer be transmittable; however, if the delay is expected to extend beyond a period during which the position can be reasonably held vacant, employment may be denied. Inmates, being considered for utilization as food service workers, whose initial or subsequent medical screening reveals evidence of the existence of one or more of the identified conditions or illnesses, shall be prohibited from a food service detail assignment until such time as medical clearance is obtained through the facility health authority.

Food service workers identified in periodic examinations or at other times as being infected with any transmittable illness shall be restricted from employment in food service or required to undergo additional examinations and/or prompt care and treatment. (NCCHC P-14)

Health, safety, hygiene, and sanitation requirements shall be established for all food service areas, consistent with applicable statutes, regulations, and codes. (ACO 2-4C-01) All food service workers shall receive instruction in personal hygiene and food sanitation practices. Food service workers shall be monitored daily for health and cleanliness by the food service director or designee; workers shall be referred to the facility health authority for a medical screening if evidence of one or more of the identified conditions or illnesses is observed. (ACI 3-4303; NCCHC P-16) When the facility's food services are provided by an outside agency, the warden shall request written verification that the provider complies with State and local regulations regarding food service. (ACI 3-4303)

DEFINITIONS

Contractor: The private entity under contract with the Kansas Department of Corrections to provide professional food service management and administrative services and expertise to perform all services which encompass the complete and full provision of food service to facilities within the KDOC.

Departmental Health Authority: The medical director of the agency or organization responsible for the provision of health care for the Kansas Department of Corrections.

Facility health authority: The physician or health administrator responsible for the provision of health care services at a facility. The facility health authority works under direction of the Departmental Health Authority.

Food service employees: The term used when referring only to those civilian persons employed by the State of Kansas (Kansas Department of Corrections), or a contract entity and assigned to the food service area of a facility.

Food service workers: The term used when collectively referring to food service employees and/or inmates assigned to the food service area of a facility.

Medical screening: A documented preservice and/or subsequent interview, and review of the medical history and current health status of a worker, physical observation of a worker, and instruction of the worker in hygiene requirements for food service conducted by the facility health authority or designee

PROCEDURES

I. Medical Screening for Food Service Workers (ACO 2-4E-01; ACI 3-4303; NCCHC P-16)

- A. Procedures shall be established at each facility for the referral of food service employees/applicants or inmates who require medical clearance prior to assignment to food service or food handling responsibilities.
 - 1. Prior to assignment to food service, food service workers shall undergo a medical screening.
 - a. Applicants for employment in the food service area may, at their own expense, undergo a medical screening for clearance to work in the food service area by a physician of their own choosing with results documented.
- B. A medical screening of food service workers shall be conducted at least annually.
- C. The medical screening shall be conducted per the policy of the Departmental Health Authority and shall be documented to include, but not be limited to, an interview and/or observation of the inmate by a health care staff member checking for evidence of:
 - 1. Diarrhea;
 - 2. Open or infected wounds;
 - 3. Skin infections; and,
 - 4. Other illnesses transmittable by food or utensils.
- D. If the facility health authority determines that a food service employee has evidence of one or more of the conditions identified in Section I.C., the facility health authority shall:
 - 1. Request, in writing to the warden and contractor, that the employee be restricted from employment in the food service area until the condition is resolved; or,

2. Request medical and laboratory examinations and/or treatment of the suspected problem. (NCCHC P-14)
- E. Attempts shall be made by the warden and the contractor to retain the food service employee in service, in an area where there would be no danger of transmitting disease, during the period required for the examinations and/or treatment until such time as medical clearance is obtained through the health authority.
- F. Inmates being considered for utilization as a food service worker whose initial or subsequent medical screening reveals evidence of the existence of one or more of the conditions identified in Section I.C. shall be prohibited from assignment to food service until such time as medical clearance is obtained through the facility health authority.
- G. Applicants for employment in any positions in the food service area whose medical screening reveals evidence of the conditions identified in Section I.C. shall not be considered for employment.

II. Sanitation, Hygiene Practices, and Requirements

- A. All food service workers shall receive instruction in personal hygiene and food sanitation practices.
 1. All food service workers shall be instructed to wash their hands prior to reporting for duty and after eating, drinking, or using toilet facilities.
- B. All restroom sinks in food service areas shall have signs posted reminding workers to wash their hands.
- C. All food service workers shall employ hygienic food-handling techniques, be physically clean, wear clean, washable garments and caps, wear hair nets, and, if applicable, beard masks.
 1. Inmates assigned to food service shall wear state issue clothing, as follows:
 - a. White short sleeve, button front shirt/blouse with a breast pocket and white trousers;
 - b. White jumpsuits, or
 - c. White apron with either T-shirt with blue jeans or standard issue blouse and trousers.
 - (1) The white apron shall be issued daily to food service workers by the food service contractor as the inmate reports to work.
 - (2) The apron shall be turned in at the end of the shift to the dirty laundry cart located in the kitchen for daily washing by the facility laundry.
- D. Food service workers shall maintain clean hands and their fingernails shall be trimmed and cleaned.
- E. Warm water hand washing facilities with soap dispensers shall be readily accessible to all food service areas.
- F. All food service workers shall be monitored daily for health and cleanliness by the director of food service or designee.

1. The director of food service or designee shall refer any food service worker to the facility health authority for a medical screening if an observation reveals evidence of one or more of the conditions identified in Section I.C. (ACI 3-4303; NCCHC P-16)
- G. Food service employees who become ill at work shall be relieved of duties and sent home. Inmate food service workers shall be referred to the facility medical unit for prompt evaluation by the facility health authority.
- H. All food service employees shall comply fully with the provisions of K.A.R. 28-36-22.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

K.A.R. 28-36-22, 28-36-29(d)
ACO 2-4E-01
ACI 3-4303
NCCHC P-14, P-16

ATTACHMENTS

None.